

## POSITION STATEMENT

1. POSITION INFORMATION	
CIVIL SERVICE CLASSIFICATION:	WORKING TITLE:
Employment Program Representative	Migrant and Seasonal Farmworker Outreach Worker
NAME OF INCUMBENT:	POSITION NUMBER:
	280-082-9194-946
OFFICE/SECTION/UNIT:	SUPERVISOR'S NAME:
Marysville/ARU 082	Fabiola Miranda
DIVISION:	SUPERVISOR'S CLASSIFICATION:
<i>Click here to enter text.</i>	Employment Program Manager I
BRANCH:	REVISION DATE:
Workforce Services	8/30/2021
<b>Duties Based on:</b> <input checked="" type="checkbox"/> FT <input type="checkbox"/> PT– Fraction _____ <input type="checkbox"/> INT <input type="checkbox"/> Temporary – _____ hours	
2. REQUIREMENTS OF POSITION	
<b>Check all that apply:</b> <div style="display: flex; flex-wrap: wrap;"> <div style="width: 50%;"> <input type="checkbox"/> Conflict of Interest Filing (Form 700) Required  <input checked="" type="checkbox"/> May be Required to Work in Multiple Locations  <input type="checkbox"/> Requires DMV Pull Notice  <input checked="" type="checkbox"/> Travel May be Required         </div> <div style="width: 50%;"> <input checked="" type="checkbox"/> Call Center/Counter Environment  <input checked="" type="checkbox"/> Requires Fingerprinting &amp; Background Check  <input checked="" type="checkbox"/> Bilingual Fluency (<i>specify below in Description</i>)  <input type="checkbox"/> Other (<i>specify below in Description</i>)         </div> </div>	
<b>Description of Position Requirements:</b> (e.g., qualified Veteran, Class C driver's license, bilingual, frequent travel, graveyard/swing shift, etc.) Must be willing and able to travel frequently and work outdoors. Must be fluent in Spanish.	
3. DUTIES AND RESPONSIBILITIES OF POSITION	
<b>Summary Statement:</b> (Briefly describe the position's organizational setting and major functions)	
<p>Under the supervision of an Employment Program Manager I or II, the Employment Program Representative assists customers through the delivery method of self-service, facilitate self-help and staff assisted services, increases the range of services to customers, and promotes Employment Development Department (EDD) and Employment Service (ES) programs and/or services. The Migrant and Seasonal Farmworker (MSFW) Outreach Program is dedicated to assisting MSFWs and their families. MSFW Outreach Workers (OW) locate, contact, and inform of the full range of services that are available through the EDD and through other community services. The OW conducts outreach to the MSFW Community in their living, working and/or gathering areas. The OW collaborates with Community Based Organizations (CBO) in community events, job fairs, health fairs, and/or service referrals.</p> <p>In addition, the OW assists in the successful implementation of the Foreign Labor Certification, H-2A Temporary Agricultural Program (H-2A Program) administered by the U.S Department of Labor (DOL) as follows:</p>	

- Inspects mobile and permanent employee housing units within city limits and in remote rural areas throughout the state.
- Performs unannounced, random field checks and field visits to job sites to ensure employer is in compliance with terms and conditions of the work contract.

Travel is required.

Percentage of Duties	Essential Functions
45%	<p><b><u>MIGRANT AND SEASONAL FARMWORKER OUTREACH WORKER</u></b></p> <p>Visits and observes the working and living conditions of MSFWs; develops and improves ES relations with public and private CBOs, MSFW groups and employers; maintains complete records of outreach in the daily activity log of MSFWs contacted and services provided and submits required monthly reports and enter the services in CalJOBS<sup>SM</sup>, if required; presents information and offers assistance regarding services available from the local office or America's Job Center of California<sup>SM</sup> (AJCC) including agricultural and non-agricultural employment; assists with needs for training and job development and employment currently available; knowledgeable with the ES Complaint System, other CBOs serving MSFWs, and with farmworker labor rights related to terms and conditions of employment. Visits agricultural employers on behalf of MSFWs; encourages MSFWs to visit local office or AJCC; instructs MSFWs in use of CalJOBS; provides hands-on assistance in preparation of forms, referrals to employment, and information on future employment opportunities; assists in the preparation and completion of ES and non-ES related complaints; refers complaints to the Complaints Representative and/or the manager.</p>
30%	<p><b><u>HOUSING INSPECTIONS</u></b></p> <p>Schedules and conducts pre and post-occupancy inspections of employer-provided housing for farmworkers. Housing inspections must be conducted in accordance with OSHA standards at 29 Code of Federal Regulation (CFR) 1910.142, DOL standards at 20 CFR 654.404-417 or DOL Herder Rule standards of 2014; ensures housing meets applicable standards and prepare on-site inspection reports to submit to the Foreign Labor Certification Unit H-2A Housing Coordinator; issue deficiency notices and provide guidance on making corrections; must drive for extended hours to remote areas in rough terrain to reach housing and job sites, and spend overnights away from home; must work well independently and interact professionally with persons of diverse cultural backgrounds and educational levels to complete assignments; must be resourceful and employ diplomacy in dealings with the public, have an interest in the agricultural industry, enjoy working outdoors, and have a willingness to work in varying weather conditions; must be detail oriented to complete inspection reports accurately and have basic math skills to solve percentage, multiplication, addition, subtraction and division problems; will be responsible for the proper care and use of a state vehicle, and cell phone; acts as a lead for OW when performing these duties together.</p>
10%	<p><b><u>EMPLOYER EDUCATION AND ASSISTANCE</u></b></p> <p>Conducts employer forums and seminars on the H-2A Program to provide information to employers interested in using or already using the H-2A Program on properly completing and submitting H-2A Program job order applications (Agricultural and Food Processing Clearance Order ETA Form 790), recruitment of U.S. workers, contractual obligations, and best practices.</p>

5%	<p><b><u>CUSTOMER SERVICE REPRESENTATIVE</u></b></p> <p>Directs clients in a professional and courteous manner to appropriate lobby or resource computer terminals and provides assistance as needed so that clients may complete their CalJOBS enrollment, enter their resume, and search for open job listings on a self-service basis; directs customers at AJCC and other partner locations that have Internet access to other service areas which may include Unemployment Insurance, Disability Insurance, Employment Tax Services and workforce preparation resources; provides customers with the appropriate information to assist in obtaining the service requested; provides assistance to customers with physical limitations and registers customers in accordance with departmental policy; monitors and mentors customers regarding EDD resources.</p>
5%	<p>Prepares WS Outreach Packets that includes information in English and Spanish. Packages to include, but not limited to the following brochures: MSFW Outreach Program Brochure, California Minimum Wage Official Notice, Safety and Health Protection on the Job, Safety and Health Guidance, Voice of the Fields Bulletin, Department of Labor Protections for Farmworkers Handout. Gathers other materials prior to going into the field to contact MSFWs.</p>
<b>Percentage of Duties</b>	<b>Marginal Functions</b>
5%	Performs other duties as assigned.
<b>4. WORK ENVIRONMENT</b> <i>(Choose all that apply)</i>	
Standing: Frequently - activity occurs 33% to 66%	Sitting: Frequently - activity occurs 33% to 66%
Walking: Frequently - activity occurs 33% to 66%	Temperature: Outside/Environmental Elements
Lighting: Artificial Lighting	Pushing/Pulling: Occasionally - activity occurs < 33%
Lifting: Occasionally - activity occurs < 33%	Bending/Stooping: Occasionally - activity occurs < 33%
Other: Conducts workshops and presentations	
<b>Type of Environment:</b> <input type="checkbox"/> High Rise <input checked="" type="checkbox"/> Cubicle <input type="checkbox"/> Warehouse <input checked="" type="checkbox"/> Outdoors <input type="checkbox"/> Other:	
<b>Interaction with Customers:</b> <input checked="" type="checkbox"/> Required to work in the lobby <input checked="" type="checkbox"/> Required to work at a public counter <input checked="" type="checkbox"/> Required to assist customers on the phone <input checked="" type="checkbox"/> Required to assist customers in person <input checked="" type="checkbox"/> Other: <i>May have to work outdoors.</i>	
<b>5. SUPERVISION EXERCISED:</b> (List total per each classification of staff)	
None	
<b>6. SIGNATURES</b>	
<b>Employee's Statement:</b> <i>I have reviewed and discussed the duties and responsibilities of this position with my supervisor and have received a copy of the Position Statement.</i>	
Employee's Name:	
Employee's Signature:	Date:

**Civil Service Classification**  
Employment Program Representative

**Position Number**  
280-082-9194-946

**Supervisor's Statement:**

*I have reviewed the duties and responsibilities of this position and have provided a copy of the Position Statement to the employee.*

Supervisor's Name:

Supervisor's Signature:

Date:

**7. HRSD USE ONLY**

**Personnel Management Group (PMG) Approval**

☒ Duties meet class specification and allocation guidelines.

PMG Analyst Initials

Date Approved

☐ Exceptional allocation, STD-625 on file.

HV

8/30/2021

**Reasonable Accommodation Unit use ONLY** *(completed after appointment, if needed)*

*If a Reasonable Accommodation is necessary, please complete a Request for Reasonable Accommodation (DE 8421) form and submit to Human Resource Services Division (HRSD), Reasonable Accommodation Coordinator.*

List any Reasonable Accommodations made:

**Supervisor:** After signatures are obtained, make 2 copies:

- Send a copy to HRSD (via your Attendance Clerk) to file in the employee's Official Personnel File (OPF)
- Provide a copy to the employee
- File original in the supervisor's drop file